BY ORDER OF THE COMMANDER
AIR FORCE SPECIAL OPERATIONS COMMAND

AFSOC INSTRUCTION 33-102
1 DECEMBER 1996

Communications

SPECIAL OPERATIONS COMMUNICATIONS
FLIGHT OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY. This instruction implements AFPD 33-1, Command, Control, Communications, and Computer Systems. This instruction supports, augments, and expands upon the procedures set forth in Air Force Special Operations Phamplet (AFSOCP) 33-2, Guide to AFSOF Tactical Communications. It applies to all Operations Support Squadron (OSS) and Special Operations Communications Flights (CF), Headquarters (HQ) Air Force Special Operations Command (AFSOC), gained United States (US) Air Force Reserve units, and HQ AFSOC Air National Guard units when included in the National Guard Reserve NGBIND Index 2. Submit changes and waivers to this instruction through channels to HQ AFSOC/SC for approval. Supplements to this instruction are not authorized.

SUMMARY OF REVISIONS
This revision aligns AFSOC requirements with AFPD 33-1, and incorporates requirements and procedures formerly in AFSOCR 700-3.

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Chapter 1

OPERATIONS PROCEDURES

1.1 General. This chapter provides the guidelines for operations procedures and expands procedures of ACP 121 US Sup 2, ACP 122, ACP 124, and ACP 125. It applies to all Special Operations Support Squadrons (OSS) and Special Operations Communications Flights (CF). Operations procedures are the same during home station support of deployments, exercise operations, and contingency scenarios. Use these procedures also for in-house training while communicating with wing, group, and squadron aircraft on local training flights.

1.2 Responsibilities:

1.2.1 The CF Commander:

1.2.1.1. Is the focal point for all deployed communications and has overall responsibility to ensure all unit operational procedures conform to this instruction.

1.2.1.2. Is responsible for the operation and maintenance of the home-station radio facility.

1.2.2. Team Chief. The designated team chief is responsible for the operation of the deployed facilities. In that capacity, the team chief will:

1.2.2.1. Provide overall management of personnel and communications equipment assets.

1.2.2.2. Review and be familiar with the tasked Operations Plan (OPlan) or Contingency Plan (COMPlan).

1.2.2.3. Ensure all deployed CF personnel are briefed on the overall contingency or exercise scenario and the current situation.

1.2.2.4. Determine shift manning and shift supervisors.

1.2.2.5. Coordinate communications matters between the communications cell and wing staff.

1.2.2.6. Coordinate applicable communications issues with other units/services.

1.2.2.7. Ensure proper and timely set-up of communications circuits and equipment.

1.2.2.8. Attend deployed staff meetings.

1.2.2.9. Brief the deployed staff on communications status, capabilities, and limitations.

1.2.2.10. Monitor overall communications cell operations and provide assistance as required.

1.2.2.11. Monitor mission execution checklist preparation and crew briefings.

1.2.2.12. Monitor actual mission execution checklist progress.

1.2.2.13. Check all station logs, mission execution checklists and received record traffic daily.

1.2.2.14. Ensure home station notification of arrival at the deployed location and provide a contact number.

1.2.2.15. Keep CF members appraised of redeployment information to include tear-down of the communications cell, air flow information, customs information, etc.

1.2.2.16. During deployed operations, ensure the operations center is advised of any significant events which could affect on-going operations (i.e. arms fire at a particular drop zone (DZ), aircraft maintenance problems, etc...)

1.2.2.17. Be responsible for overall protection and accountability of receipted Communications Security (COMSEC) material while enroute and at the deployed location.

1.2.3. Mission Planner. The communications planner will:

1.2.3.1. Maintain close and continuous coordination with each airframe mission planner.

1.2.3.2. Closely monitor each airframe planner's status boards for upcoming missions.

1.2.3.3. Obtain and closely monitor the operations briefing schedule.

1.2.3.4. Coordinate and assist in the preparation of mission execution checklists for each mission.

1.2.3.5. Ensure copies of the mission execution checklist are provided to each airframe mission planner, operations center, radio operator's position, and other agencies as applicable.

1.2.3.6. Coordinate and prepare a frequency matrix for each mission. Include, as a minimum, the following on each matrix:

1.2.3.6.1. Each system on which the CF is operating.

1.2.3.6.2. Call sign of each CF, Special Operations Force (SOF) team, airframe, and special tactics (STS) team as applicable.

1.2.3.6.3. Primary and secondary frequencies for each net, frequencies for HF nets, and secure and nonsecure frequencies.

1.2.3.6.4. Fixed wing, helo, air refueling, and UHF/VHF FM frequencies (if available) .

1.2.3.6.5. Special tactics team frequencies being used in various drop zones, landing zones, and operating areas.

NOTE: Call signs and frequencies should be extracted from the exercise and/or Communications Electronics Operating Instruction (CEOI) .

1.2.3.7. Ensure copies of the matrix are provided to each airframe mission planner, operations center, command post (if deployed) , CF radio operations, STS, and other agencies as applicable.

1.2.3.8. Attend briefings as required. Attendance at the crew briefing (s) is required and, if requested, attend the concept in-brief or mass aircrew briefing. As a minimum, be prepared to brief the following:

1.2.3.8.1. Systems and equipment in operation and the proper COMSEC material in use for each net.

1.2.3.8.2. The actual mission execution checklist, frequency matrix, assigned tactical call signs, COMSEC to be used, and the RADAY change of ground stations as applicable.

1.2.4. Shift Supervisor. The operations shift supervisor will:

1.2.4.1. Monitor overall operations each shift.

1.2.4.2. Ensure compliance with all operations procedures.

1.2.4.3. Assign personnel to ensure the comm cell is adequately manned at all times.

1.2.4.4. Ensure all required checklists are accomplished.

1.2.4.5. Advise the team chief of any significant events or changes.

1.2.4.6. Assist with operations as necessary.

1.2.4.7. Attend briefings as required.

1.2.4.8. Ensure dry run of Emergency Action Plan (EAP).

1.2.5. Operators. Communications operators are required to:

1.2.5.1. Monitor all assigned SATCOM, HF, UHF and VHF nets activated.

1.2.5.2. Respond immediately to all calls keeping transmissions short and to the point.

1.2.5.3. Monitor mission execution checklists, if applicable, for each active mission.

1.2.5.4. Ensure the actual time of completion for each line of the execution checklist is entered in the log (s) and passed to the operations center.

1.2.5.5. Send and receive facsimile and data traffic and log as applicable.

1.2.5.6. Accomplish appropriate crypto changes at specified changeover times.

1.2.5.7. Identify and report equipment outages and malfunctions to the shift supervisor who will report them to maintenance.

1.2.5.8. Restore or swap out defective systems as appropriate.

1.2.5.9. Update changing call signs at specified times.

1.2.5.10. Encode or decode message traffic as necessary.

1.2.5.11. Accomplish challenge and reply and message authentication procedures as required.

1.2.5.12. Ensure all COMSEC material and keyed equipment is afforded proper protection.

1.2.5.13. Identify, report, and work through suspected AFSIR IAW 10-707 incidents.

1.3. Training. CF Commanders will ensure all training is conducted as outlined AFI 36-2201, Enlisted Specialty Training, this regulation, and applicable Operating Instructions.

1.3.1. The following forms of training will be conducted: Initial Training, Certification Training, Proficiency Training, and Recurring Training.

1.3.2. All operators (3CXXX) and maintenance (2EXXX) personnel will be trained to accomplish operator duties as specified in this chapter.

1.3.3. All personnel as a minimum will be trained in mobility procedures, to include, small arms, chemical warfare, and first aid/CPR. A sufficient number of people will also be trained in pallet build up and hazardous cargo as deemed by the commander.

1.3.4. These are only minimum training requirements and units are encouraged to expand and tailor their training programs to meet unique mission requirements.

1.4. Procedures.

1.4.1. While in garrison, communications with the applicable Special Operations Squadron's (SOS) local training flights will be used for training to the maximum extent possible.

1.4.2. All traffic received from aircraft will be logged and relayed as appropriate. Traffic received will normally be relayed to Command Post personnel, airframe mission planner, or as requested by the aircraft.

1.4.3. Traffic received for relay to an aircraft maintenance function will only be passed to the Operations Center. It is the Operations Center responsibility to pass the information to the appropriate maintenance functional area.

1.4.4. Weather requests will be serviced through base or deployed weather personnel.

1.4.5. Each unit will develop procedures to follow in the event that contact with the aircraft is lost for any prolonged period of time (i.e., 10 minutes past a designated contact time). Times should be standardized across the command.

1.4.6. Mission Execution Checklists. Coordinate with the mission airframe planner and determine all entries, both "mandatory" and "by exception". However, the following entries are required: (Reference AFSOCPAM 33-2, chapter 8, for examples)

1.4.6.1. Mandatory calls.

1.4.6.1.1. Aircraft and CF tactical call signs.

NOTE: Aircraft call sign will not change if it takes off before the RADAY change and lands during another RADAY. However, the CF call sign will change at the beginning of each new RADAY or as appropriate.

1.4.6.1.2. Code words for each "mandatory" and "by exception" call. NOTE: Communications check does not require a code word.

1.4.6.1.3. Communications check.

1.4.6.1.4. Take off time.

1.4.6.1.5. Maintenance status (30 minutes out from return).

1.4.6.1.6. Landing time.

1.4.6.2. "By exception" calls will be included on all checklists:

1.4.6.2.1. Recall.

1.4.6.2.2. Weather cancel.

1.4.6.2.3. Maintenance cancel.

1.4.6.2.4. Abort.

1.4.6.2.5. Weather delay.

1.4.6.2.6. Maintenance delay.

1.4.6.3. Use pre-determined times for "mandatory" calls, approximate times for all others. Note: All times are in ZULU.

1.4.6.4. Date, type of aircraft, mission number, tactical and/or voice call sign.

1.4.6.5. Classification.

1.4.7. Logs. AF Form 3126 with HQ AFSOC/SC Modified Overprint will be used as the station log and will contain a complete and continuous record of all transmissions and events on the circuit (s) and in the station. Logs will be completed in accordance with this instruction along with ACP 121 US SUP 2, ACP 125, and local CF operating instructions. They may be typed or handwritten, if handwritten they will be printed in blue, black, or blue-black ink. If handwritten it will be accomplished in block style printing. Classify logs according to content, i.e. CONFIDENTIAL, SECRET, etc. They must contain the following:

1.4.7.1. The shift supervisor will sign himself/herself and the entire shift on duty using the operators personal sign/initials. When opening a new circuit or starting a new RADAY, the shift supervisor will print or type his/her full name and rank. When relieved or the circuit is closed, the shift supervisor will sign off the log.

1.4.7.2. The time used to begin the **RADAY** will be **0001Z** and **2400Z** will be used to end **RADAY.** All times used in the log will be **ZULU**.

1.4.7.3. To maintain continuity, the time of the last entry (TOLE), will be the first entry on the second or any succeeding page.

1.4.7.4. Completion of the shift change checklist will be entered in the log. This entry will suffice for entries such as classified, security check, etc.

1.4.7.5. All circuit and equipment outages will be documented in the log to include time out, reason for outage, time maintenance notified, Estimated Time in Commission (ETIC), corrective action, and time circuit or equipment was restored to service.

1.4.7.6. Message text need not be recorded in the log when a copy of the message is available in the message files.

1.4.7.7. The log will contain identification of airborne/ground stations, net (SATCOM, HF, UHF, etc.), frequency used, summary of transmissions, and any unusual event (s). Entries will be short as possible, but ensuring other individuals can read and understand what actually took place.

1.4.7.8. The use of Q & Z signals for log entries in encouraged.

1.4.7.9. Entries will **NOT** be erased nor are strikeovers permitted. Corrections will be made by drawing a single line through the mistake, placing the operator's personal sign by the mistake and entering the correct information immediately to the right of the incorrect entry.

1.4.7.10. Problems such as security violations, suspected jamming, etc., will be entered in the log and the log will be classified accordingly. Notify the Team Chief and/or Chief of Operations as soon a possible when such events occur.

1.4.8. Strict circuit discipline will be maintained during all operations. Due to the nature of special operations, rapid response to calls, a high degree of accuracy, and short on-the-air times are a necessity.

1.4.9. When emergency generator power is needed, maintenance will be notified. If maintenance personnel are unable to respond, operators will set up the generator (s) and place them on line. Generators will be monitored at least hourly and serviced as required.

1.4.10. A locally generated checklist will be completed before the off-going shift departs the facility. Completion of the checklist and any discrepancies will be logged accordingly.

Chapter 2

COMMUNICATIONS PLANNING FOR EXERCISES

2.1. General. This chapter establishes the communications computer systems syndicate group and delineates functions to be performed by the OSS CF's for AFSOC directed exercises.

2.1.1. The scope and diversity of information, communications, and air traffic control networks needed to support a major exercise demand these networks be planned as a single system. Such as an Air Force Special Operations Command (AFSOC), Air Force Special Operations Detachment (AFSOD), Air Force Special Operations Element (AFSOE), Liaison Officer (LNO), or the Theater Deployable Communications (TDC) components, Lightweight, Multiband Satellite Terminal (LMST) and Intergrated Communications Access Packages (ICAP) to ensure effective, efficient use of resources. The communications planned for exercises by the SOC/J6, wing/group DOX, and CF representatives, must include all equipment necessary to interconnect the Unit Task Codes (UTCs) of the CF (AFSOC, AFSOD, AFSOE, LMST, etc.). These UTCs provide command and control of units participating, as well as entry into the tactical and/or nontactical systems. Tactical communications will support all AFSOF aircraft. Non-tactical communications will be coordinated through host-base channels to provide record communications via the Defense Communications System (DCS) entry. These systems provide a wide range of support to functions such as intelligence and logistics. Viable support of combat operations mandate that tactical and/or nontactical systems be properly interfaced at key points in the operational structure and planning for these systems be integrated under the supervision of the HQ AFSOC/SC.

2.1.2. The wing/group DOX is normally responsible for providing the focal point for planning. The OSS will have a representative during all planning stages and will be responsible for establishing communications guidelines for participating units. Frequency/circuit requirements must be determined with adequate time allowed for the HQ AFSOC/SC staff to process them through military and commercial acquisition channels. Last minute changes are very difficult to accommodate and can jeopardize efforts to acquire desired mission support.

2.2. Procedures:

2.2.1. The HQ AFSOC/SC is the senior communications systems exercise planner for AFSOC directed exercises. The HQ AFSOC/SC establishes and monitors the communications-computer systems planning conference for each AFSOC directed exercise. The OSS will appoint project officers and/or NCOs to participate as members of the conference. These, and any other personnel that the HQ AFSOC/SC specifies, comprise the communications-computer systems planning conference.

2.2.2. The planning conference is convened at a time and location specified by the HQ AFSOC/SC. The initial session is held at the earliest practical date after receipt of exercise plans or other data sufficient for the lead planner's use.

2.2.3. Periodic meetings are convened, as necessary, to ensure all planning actions are completed in a timely manner.

2.3. Tasks and Responsibilities:

2.3.1. HQ AFSOC/SC staff functions:

2.3.1.1. Provide command and control guidance in support of AFSOF.

2.3.1.2. Coordinate prioritization and tasking to ensure no conflicts occur with the OSS.

2.3.1.3. Ensure the OSS communications planners are aware of exercise location (s) and dates.

2.3.1.4. Review available planning information and assess the communications support capability of the designated OSS.

2.3.1.5. Assist OSS in development of command and control concepts and architecture to support operational requirements.

2.3.1.6. Define and assign responsibilities to participating units.

2.3.1.6.1. Determine command and reporting relationships between subordinate communications units.

2.3.1.6.2. Define HQ AFSOC/SC responsibilities when augmenting the OSS.

2.3.1.6.3. Define responsibilities of OSS communications management elements in the Annex K of the operation orders.

2.3.1.7. Assign planning functions to participating units. Ensure unit communications planners perform site surveys and provide assistance as necessary.

2.3.1.8. Ensure, by direct coordination with the lead OSS, equipment compatibility, modes of operations, and other related technical details are met.

2.3.1.9. Review frequency requirements, frequency matrix, and Communications Electronics Instructions (CEOI) to ensure adequate system interface.

2.3.1.10. If appropriate, brief the HQ AFSOC/DO, DOX, IN and LG staff on communications capabilities, limitations, and/or recommended changes to exercise concepts.

2.3.1.11. Provide required financial resources to ARC units, i.e. MPA man-days, travel, and per-deim as required, in order to ensure adequate levels of ARC unit participation.

2.3.2. OSS Functions and Duties:

2.3.2.1. Determine equipment compatibility, interface, modes of operation, and other related technical data.

2.3.2.2. Attend or designate someone to attend all site surveys.

2.3.2.3. Attend all appropriate planning conferences and meetings. Advise the Operations Group Commander on planning progress and problems encountered in meeting milestones and meeting the exercise objectives.

2.3.2.4. Initiate all requests for manpower or equipment augmentation through the respective Operations Group Commander to HQ AFSOC/DOX. Submit shortfall list as soon as possible upon tasking notification.

2.3.2.5. Provide an Advanced Echelon (ADVON) communications element when necessary during initial deployment.

2.3.3 Coordination. Direct coordination between participating units is authorized. HQ AFSOC/SC will be an information addressee on all record communications for coordination between participating units.

Chapter 3

SAFETY

3.1. General. The provisions stated herein supplement and amplify AFI 91-202 and AFI 91-302. These are only minimum requirements and units are encouraged to expand and tailor their safety programs to meet unique mission requirements. Mishap prevention is the responsibility of the OSS Commander. However, mishap prevention cannot exist without the strong continuing support of supervisors, and each exercise and/or contingency participant. All personnel directing activities required by this plan have an inherent responsibility to ensure people, equipment, and operations under their supervision perform in the safest possible manner. **Commanders and supervisors are cautioned to avoid shortcuts and other deviations which may seem justified under the pressure of the mission.**

3.2. Purpose. This instruction establishes policies, defines responsibilities, and provides information for OSS personnel to enable them to conduct an effective safety mishap prevention program during contingency and/or exercise operations.

3.3. Responsibilities:

3.3.1. Predeparture. The wing safety officer will brief the OSS on their responsibilities and provide a safety deployment kit, if required.

3.3.2. The CF commander will ensure safety checklists are developed and briefed to deploying personnel. Checklists should cover safety criteria for deployment, employment, and redeployment. Applicable AFOSH standards should be used to develop these checklists. As a minimum, cover:

3.3.2.1. Physical hazards associated with loading and movement of equipment.

3.3.2.2. Electrical hazards.

3.3.2.3. Natural hazards to include: snake bites, heat, sun protection, stroke, water procurement, etc.

3.3.2.4. Local driving hazards.

3.3.2.5. Noise hazards.

3.3.2.6. Emergency phone numbers.

3.3.2.7. Procedures for reporting hazards and safety mishaps.

3.3.2.8. Location of emergency power cut-off switches.

3.3.3. The team chief will:

3.3.3.1. Report mishaps within the flight immediately to the mission commander and deployed wing safety representative.

3.3.3.2. Maintain close surveillance of exercise and/or contingency host base safety office and request help, as necessary, to resolve safety problems.

3.3.3.3. Provide flight inputs to the COMAFSOC or mission commander for the after-action report.

3.3.3.4. Review current and potential problems, evaluate adequacy of corrective actions, and provide aggressive follow-up action where needed.

3.3.4. Supervisors will:

3.3.4.1. Perform periodic inspections of their areas and communications equipment.

3.3.4.2. Ensure all work areas are clean and orderly.

3.3.4.3. Keep all personnel informed. Give periodic briefings to update what is being accomplished relative to the exercise or contingency, changes in procedures, new hazards, etc.

3.3.4.4. Monitor personnel for signs of fatigue, dehydration, heat stress, and unfavorable mood swings.

3.3.4.5. Survey all projected antenna sites and monitor all tactical antenna installations.

3.3.4.6. Post adequate radiation warning signs and ensure all personnel are up to date on CPR procedures and self-aid buddy care.

Chapter 4

SPECTRUM MANAGEMENT

4.1. General. This chapter provides guidance on planning frequency support for operational plans and Air Force Special Operations Forces (AFSOF) missions. Outlines frequency management responsibilities and AFSOF frequency request procedures and instructions and/or guidance in predicting path reliability and determining optimum frequencies for transmission when requesting frequencies. The communications planner for command, control, communications, and computer (C4) systems must coordinate with all other staff functions to ensure requirements are identified and appropriate action is taken to provide the necessary communications support to ensure successful mission accomplishment.

4.2. Operational Concepts. The following concepts apply to spectrum management and should be fully understood by the communications planner (s) within each AFSOF element.

4.2.1. As the command structures and relationships become known and the communications concept of operations is developed for a mission, the basic spectrum support required can be identified.

4.2.2. The electromagnetic spectrum is a critical resource essential to the support of any AFSOF operation. Intensive use, expanding requirement, and band congestion require positive management and planning at all levels of command.

4.2.3. Intelligence can be gained through the interception of radio transmissions. Secure communications will always be the normal mode of operation; however, if this is not possible, the AFSOF elements must adopt procedures to counter the effects of hostile electronic countermeasures. Frequencies should be changed often, if operationally acceptable, to prevent assembling of information by enemy intercept. In all cases, frequencies and power should be selected to limit transmission range to the minimum required for satisfactory communications.

4.2.4. AFI 33-118, Radio Frequency Spectrum Management, details responsibilities and provides policy, and guidance for Air Force management of the electromagnetic spectrum. AFMAN 33-120, Radio Frequency Spectrum Management, is used for system planning, obtaining frequency support, and detailed procedures for frequency allocations and assignments.

4.3. Responsibilities.

4.3.1. HQ AFSOC/SC:

4.3.1.1. Helps subordinate units resolve electromagnetic interference (EMI) and radio frequency interference (RFI) problems which cannot be resolved by the operating organization.

4.3.1.2. Reviews interference reports according to AFI 10-707, Spectrum Interference Resolution Program.

4.3.1.3. Functions as the command focal point for frequency management.

4.3.1.4. Analyzes all theater Operations Plans (OPlans) and identify necessary support for each OPlan. Specific procedures should be drafted to obtain this support under emergency conditions. These procedures should cover specific theater frequency points of contact (see para 4-5) , identify exact number of frequencies required in each spectrum category (HF, VHF, UHF, SHF, etc.) and list the nets these frequencies are required for, provide a listing of existing frequency support for the designated area, and provide directions for obtaining required support in a crisis situation. This information should be published in a frequency annex for each OPlan, and a copy of this annex should be forwarded to the responsible theater frequency manager, the frequency office or agency that will be providing the necessary frequency resources, and to HQ AFSOC/SCMCO.

4.3.2. OSS. Appoint a primary and an alternate frequency manager in writing. An information copy will be sent to HQ AFSOC/SCMCO.

4.3.3. OSS Frequency Managers. The following duties must be accomplished by the unit frequency manager.

4.3.3.1. Obtain permanent frequencies, if possible, for local area training and exercise use.

4.3.3.2. Submit requests for spectrum support on exercises and/or missions. Frequency requests should be submitted in accordance with AFMAN 33-120, in the Standard Frequency Action Format (SFAF) , and meet the required lead-time for that particular theater.

4.3.3.3. In addition to the above responsibilities, each OSS activity authorized to use frequencies on their respective installation will:

4.3.3.3.1. Ensure the operating activity keeps an authorization document, normally a message, for each permanent frequency assigned.

4.3.3.3.2. Ensure the operation of equipment radiating RF energy complies with authorized limitations and tolerances.

4.3.3.3.3. Ensure current Air Force frequency management directives are available and followed.

4.3.3.3.4. Act promptly to resolve any interference problems.

4.3.3.3.5. Inform the installation frequency manager immediately of frequencies no longer required.

4.3.3.3.6. Request the minimum transmitter power and antenna gain or height necessary to ensure satisfactory service.

4.3.3.3.7. Use radiation-suppression devices (dummy loads) as much as possible when tuning, testing, or troubleshooting.

4.3.3.3.8. Identify the unit point of contact for frequency matters, by appointment letter, to the installation frequency manager.

4.3.3.3.9. Coordinate frequency actions in advance with the installation frequency manager.

4.3.3.3.10. Report Spectrum Interference Resolution (SIR) incidents according to AFI 10-707 and notify the installation frequency manager.

4.4. Unit Frequency Request Procedures. As a result of different theater frequency coordination processes and time requirements in processing frequency requests, specific procedures have been developed for each special operations wing or theater.

4.4.1. CONUS frequency request procedures. The following procedures will be followed when requesting frequencies for JCS directed and/or coordinated exercises:

4.4.1.1. Frequency requests will be sent to HQ AFSOC/SCMCO for validation NLT 90 days prior to the start of an exercise (STARTEX) . This lead time is necessary for the many coordinated efforts required by the USAF Frequency Management Agency (AFFMA). All requests will be submitted in the SFAF in accordance with AFMAN 33-120.

4.4.1.2. Information copies of all frequency requests will be sent to the supported CINC/J (i.e., CINCACOM or CINCCENT) , the supported SOC/J6 (i.e. , COMSOCCENT or CINCCENT) , USSOCOM/SOJ6 - T , the controlling Air Force Forces (AFFOR) , Numbered Air Force (NAF) , and any other agencies deemed necessary. ANG and AFRES units will info their appropriate SC headquarters.

4.4.1.3. HQ AFSOC/SCMCO will validate appropriate request (s) and forward them to the applicable Unified Command special operations component or their delegated executive agent.

4.4.2. The following procedures apply when requesting frequencies for all non-JCS exercises:

4.4.2.1. Send requests to AFSOC/SCMCO and information copies of all frequency requests will be sent to HQ USSOCOM/SOJ6 and other agencies deemed necessary (i.e. , host base installation frequency manager) .

4.4.2.2. HQ AFSOC/SCMCO will validate appropriate request (s) and submit a formal request to the AFFMA.

4.4.3. 352 OSS European Theater Frequency Request Procedures. The following procedures will be followed when requesting frequencies for JCS directed or coordinated exercises and non-JCS exercises.

4.4.3.1. Frequency requests will be sent to COMSOCEUR/SOJ6 for action NLT 90 or 120 days prior to STARTEX in the SFAF. This NLT date is contingent upon country of assignment.

4.4.3.2. Information copies of all frequency requests will be sent to HQ AFSOC/SCMCO, USCINCEUR/J6, the Joint Frequency Management Office (JFMO) for the area of operation, and other agencies deemed necessary (i.e. , host base installation frequency manager) .

4.4.4. 353 OSS Pacific Theater Frequency Request Procedures. The following procedures will be followed when requesting frequencies for JCS directed or coordinated exercises and non-JCS exercises.

4.4.4.1. Frequency requests will be sent to COMSOCPAC/SOJ6 for action NLT 90 or 120 days prior to STARTEX in the SFAF. This NLT date is contingent upon country of assignment.

4.4.4.2. Information copies of all frequency requests will be sent to HQ AFSOC/SCMCO, USCINCPAC/J6, the JFMO for the area of operation, and other agencies as deemed necessary (i.e. , host base installation frequency manager) .

4.5. Frequency Procedures (other than satellite) for Contingency or Wartime Operations. The affected unit will identify requirements immediately via secure telephone to the applicable Unified Command frequency office, see figure 4.1.. Requirements for specific OPlans should already be established. Time permitting, verbal requests and/or coordination will be followed by message traffic to the action agency and applicable information agencies listed below. HQ AFSOC/SC, ANGRC/SC, and AFRES/SC will always be an information addressee on all message traffic.

Figure 4.1. Emergency Frequency Request Action Agencies.

UNIFIED COMMAND	ACTION OFFICE
USACOM	COMSOCACOM NORFOLK VA//SOJ6//
USCENTCOM	COMSOCCENT MACDILL AFB FL//SOCJ6//
USEUCOM	COMSOCEUR VAIHINGEN GE//SOJ6//
USSOUTHCOM	COMSOCSOUTH QUARRY HEIGHTS PN//SCJ6//
USPACCOM	COMSOCPAC HONOLULU HI//SOJ6//
USSOCOM	USCINCSOC MACDILL AFB FL//SOJ6PR//

4.6. SATCOM Access Procedures. All access requests for JCS directed exercises should be submitted to the responsible component headquarters no later than 30 days prior to STARTEX unless otherwise directed. Routine access requests should be submitted as follows:
COMSOCPAC/SOJ6 for the 353 SOG and COMSOCEUR/SOJ6 for the 352 SOG and HQ AFSOC/SCMCO for the 16 OSS, 919 OSS and 193 OCF. Once the above agencies validate the request, it will be forwarded to the appropriate (CINC) Primary Control Center (PCC) for action. Unit requests should be submitted at least 30 days prior to requested start time. Requests must be submitted in the standard format identified in AFSOCPAM 33-2, "Guide to AFSOF Tactical Communications" or the "AFSATCOM System Operating Policy and Procedures (SOP&P) User's Guide" . HQ AFSOC/SCMCO will always be an information addressee on requests from the 352 SOG and 353 SOG and the action office for requests from the 16 OSS, 919 OSS and 193 OCF.

4.7. Air Force Spectrum Interference Resolution (AFSIR) . The focus of the AFSIR program is to solve Electromagnetic Interference (EMI) at the lowest level. A unit affected by an EMI incident must begin an investigation to identify the source. AFI 10-707 outlines investigation, reporting procedures and format. Submit an EMI report within 24 hours of the incident. Once you identify the interference source, report it. When you can not identify the source, you should include the sources you checked and the results of the investigation in your report. Applicable theater supplements may also apply and should be incorporated into unit programs.

Chapter 5

SECURITY

5.1. General. This chapter outlines policies, procedures, and responsibilities for maintaining a security conscious environment, both at home station and at deployed locations. It defines the minimum standards and control measures necessary to safeguard classified material and equipment. Whenever a discrepancy exists on guidelines established in information security regulations vice COMSEC regulations, those promulgated for COMSEC will prevail.

5.2 Operational Concepts. The following concepts apply to AFSOF management of the OSS security program:

5.2.1. Specific procedures and responsibilities for managing the security program are covered in the AFI 31 & 33 series publications. OSS security managers will ensure that applicable regulations are on hand and readily available.

5.2.2. Personnel appointed to the following additional duties are the prime managers of the security program and are identified as follows:

5.2.2.1. OSS Security Manager: Administers the Squadron Security Program as outlined in AFI 33-202.

5.2.2.2. Security Protection Awareness Training and Education (SPATE): Administers the SPATE as outlined in AFI 33-204.

5.2.2.3. Operations Security (OPSEC) Manager. Administers the OPSEC program established in AFI 10-1101and further outlined in AFSOCI 10-1101, Operations Security (OPSEC) Instructions.

5.3. Information Security. Information Security is the result of any system of administrative policies and procedures designed to identify, control, and protect from authorized disclosure, information protected as authorized by Executive Order 12356, National Security Information. At each installation, the security police have overall responsibility for the program but at the squadron level the commander appoints a security manager to ensure program objectives are met.

5.3.1. Security Manager. During the first month of appointment as security manager contact the Base Security Manager and obtain a class date for security manager's training. As the person having day to day responsibility for all facets of the program, some of your chief duties are:

5.3.1.1. Verification of security clearances before granting access to OSS personnel.

5.3.1.2. Automated Security Clearance Approval System (ASCAS) Roster currency.

5.3.1.3. Recurring security training for all personnel.

5.3.1.4. Security operating instructions.

5.3.1.5. Other duties identified in AFP 205-11, AFI 31-401, and AFI 31-501.

5.3.2. Classification Management. Establish administrative procedures to ensure maximum protection of classified material and documents by physically marking items to denote the proper security classification. Use classified cover sheets for material removed from storage containers. Incorporate procedures to ensure proper security classification on all messages received at the OSS before transmission. Each message accepted for transmission shall be marked either with the proper classification or stamped unclassified if it contains no classified information.

5.3.2.1. Accounting and Transfer. Classified documents, messages, and floppy disks must be under firm control at all times. Ensure that any transfer of classified is documented on an AF 310, Document Receipt and Destruction Certificate, control form. Transfers must be made to appropriately cleared personnel only. This verification may be made through the security manager of the requesting unit, commander, TDY orders, or other positive means of determination.

5.3.2.2. Reproduction. Reproduction will be made only on a copier designated for classified copying. The individual will then run three (3) blank pages through the copier after reproducing classified. There is no requirement to run blank pages through a fax machine.

5.3.2.3. OSS Facility. Whether at home or deployed, the operation of the radio operations facility will employ similar concepts and the same philosophy. The station will be secure to the maximum extent possible from intrusion of uncleared personnel and strangers. Traffic will be kept to a minimum to prevent interference with station operations. All OSS personnel will be trained to prevent unauthorized access. Voice signals coming over secured circuits will be placed on headsets or the volume reduced to prevent reception from unauthorized persons in the vicinity. When selecting deployed facilities, consider such factors as who will occupy adjacent facilities, ability to secure the facility, etc.

5.3.2.4. Security Checks. Both the off-going and on-coming shifts will complete a security check at shift change. The focus will be on security containers, classified/COMSEC material, doors, windows, and station security in general.

5.3.2.5. Classified Waste. A container or burn bag (s) will be designated for interim storage of classified waste until it is destroyed. Clearly mark the container to prevent mixing of classified with unclassified material.

5.3.2.6. Emergency Action Plan (EAP). COMSEC subaccounts must have a comprehensive EAP in effect to protect all COMSEC under a variety of conditions. Include classified material other than COMSEC in the EAP also, since the volume of such material is small in relation to COMSEC.

5.3.2.7. Courier Procedures. Each person tasked to courier classified information must be thoroughly familiar with the requirements for couriers established in AFP 205-11 and AFI 31-401. The courier will also have in his/her possession a courier letter, an AF Form 1287, Handcarrying Classified Material Briefing Statement, on file at the OSS or communications flight, and be briefed by the security manager as required.

5.3.2.8. Safekeeping and Storage. When deployed, classified must be stored in a GSA approved safe or under guard of an appropriately cleared individual.

5.4. OPSEC. OPSEC is a continuous and systematic process which, in concert with other security disciplines, assures the overall protection of Air Force operations and activities from adversary intelligence collection and exploitation.

5.4.1. OPSEC can best be illustrated by a situation that developed during the Vietnam era. The North Vietnamese, from all indications, were getting advance notifications of attacks. Drone reconnaissance missions suffered a loss rate of up to 70% of their total missions. During operation "Arc Light", B-52 strikes against targets in South Vietnam were suspected of being compromised in some way. Evaluation teams found specific lapses in OPSEC that contributed to each area. They found that we were sending a planning message 24 hours before departure of C-130 aircraft that launched each drone. In the case of the "Arc Light" missions an attitude reservation message was being sent from Manila to air traffic control centers throughout the Pacific which warned civilian aircraft away from the flight path of the bombers.

5.4.2. The preceding examples show what can happen when all aspects of an operation are not considered for OPSEC. The OPSEC process involves close examination of every functional area within an operation or activity. AFI 10-1101 outlines a sequence of steps that helps implement the OPSEC program and, when followed closely, will help prevent problems of the type that occurred during the Vietnam conflict. When to OPSEC program is geared to meet the objective of the U. S. Air Force, it will deny information of intelligence value to hostile forces that would degrade the effectiveness of our combat operations and not result in an advantage for a potential adversary.

5.5. SPATE. The objective of SPATE is to develop behavioral patterns by which individuals will react automatically to protect classified and sensitive unclassified information. Essentially an education oriented program, the communications-computer systems SATE manager will administer this program in accordance with
AFI 33-204.

Chapter 6

REPORTS

6.1. Introduction. Communications reporting is essential to ensure the HQ AFSOC/SC stays appraised of all communications-related activities during day-to-day operations as well as for contingencies and exercises. HQ AFSOC/SC requires the absolute minimum essential information necessary to provide the scope of activities.

6.2. Responsibilities. The OSS commander is responsible for monitoring the timely submission and accuracy of these reports. Forward any requests for recommended changes to required reports directly to HQ AFSOC/SC.

6..3.1. Submit the Monthly Activity Report, RCS# AFSOC-SC (M) -9301, to AFSOC/SC no later than 5 workdays after the first day of each month with information copies provided to the other OSSs and 193 SOG. See figure 6.1. for specific format.

Figure 6.1. Sample Format for Monthly Activity Report.

MONTHLY ACTIVITY REPORT FORMAT

SUBJ: MONTHLY ACTIVITY REPORT

1. MANPOWER BY AFSC:

A. INBOUND/OUTBOUND: (ONLY WHEN OFFICIALLY NOTIFIED OF PCS MOVE OR INBOUND PERSONNEL)

B. COMMENTS:

2. TDY STATUS:

A. REAL WORLD COMMITMENTS:

B. EXERCISES:

C. COMMENTS:

3. SPECIAL INTEREST ITEMS:

A. INMARSAT:

1. NUMBER OF TERMINALS DEPLOYED

2. TOTAL NUMBER OF MINUTES USED PER TERMINAL

3. COMMENTS:

B. CTAPS:

1. LOCATION (S):

2. CONNECTIONS:

3. CONCERNS/PROBLEMS:

4. OTHER ISSUES/COMMENTS:

6.3.2. Provide a CONOPS report , RCS# AFSOC-SC(AR) -9303, to AFSOC/SC a minimum of 45 days prior to the start of an exercise (STARTEX). If you are unable to submit a complete CONOPS prior to STARTEX, submit the information that you have. **EXCEPTION:** DO NOT SUBMIT REPORTS WHEN MEMBERS OF THE AFSOC/SC STAFF ARE IN ATTENDANCE AT PLANNING CONFERENCES. When unresolved issue (s) are finalized, forward revised information. See figure 6.2. for the specific format.

Figure 6.2. Sample Format for CONOPS Reporting.

CONOPS REPORTING FORMAT

SUBJ: CONOPS REPORT

A. EXERCISE NAME:

B. DEPLOYMENT DATES:

C. REDEPLOYMENT DATES:

D. OPERATING PURPOSE/LOCATION: (EXAMPLE - SUPPORTING OPLAN/JSOTF - HURLBURT FLD, AFSOC - FT CAMPBELL KY, AFSOD - FT BRAG, AFSOE - DUKE FLD FL.)

E. CONCEPT: (C3 CONNECTIVITY BETWEEN HIGHER HQ, LATERAL SOF COMPONENTS AND SUBORDINATE UNITS [AFSOD, AFSOE, ETC.] AND AFSOF AIRCRAFT.)

NOTE: LIST NET/CIRCUIT DESIGNATOR (TYPE TRAFFIC) AND NET PARTICIPANTS (SEE AFSOCPAM 33-2 FOR STANDARD NET DESIGNATORS).

1. AFSOC-2 (VOICE) - AFSOC (NCS), AFSOD, AFSOE, SOF AIRCRAFT

F. AUTODIN SERVICE: (HOST-BASE OR TACTICAL)

G. DSN SERVICE: (HOST-BASE OR TACTICAL) NOTE: IF TACTICAL, SPECIFY UNIT PROVIDING SERVICE. LIST PHONE NUMBERS, IF AVAILABLE.

H. COMMERCIAL CIRCUITS: (IF AVAILABLE)

I. SHORTFALLS: (NOTE: MUST BE IDENTIFIED ASAP. PROVIDE A HEADS-UP TO AFSOC/SC AND FOLLOW THEATER PROCEDURES.)

A. MANNING:

B. COMMENTS:

J. UTCs AT EACH LOCATION INCLUDING ANY AT HOME STATION.

NOTE: IN LIEU OF IDENTIFYING PERSONNEL BY AFSC, LIST THEM BY UTC FOR PERSONNEL. THE FOLLOWING UTCs APPLY:

UTC	TYPE
6AASQ	AFSOC
6AASD	AFSOD
6AASF	AFSOE
6AASL	LNO
6AAS1	LMST

NOTE: IF TOTAL OF PERSONNEL IS MORE OR LESS THAT THAN THE UTC CALLS FOR, INDICATE THE UTC AND INCLUDE A PLUS (+) OR MINUS (-) BESIDE THE UTC, i.e., 6AASQ -2.

6.3.3. Deployed SITREP Report, RCS # AFSOC-SC(D) -9302. The communications portion of the COMAFSOC Daily SITREP Report will include all communications related information as identified in figure 6.3.

FIGURE 6.3. Sample Format for Daily SITREP Report.

DEPLOYED SITREP REPORT FORMAT

SUBJ: COMMUNICATIONS STATUS

1. CIRCUIT STATUS: (LIST ALL CIRCUITS THAT WILL BE ACTIVATED ON INITIAL SITREP. STATE CHANGE AND DESCRIPTION OF CHANGE OR NO CHANGE IN SUBSEQUENT SITREPs THAT FOLLOW).

2. EQUIPMENT STATUS:

A. (EXCEPTIONS ONLY)

B. COMMENTS/CONCERNS: (USE THIS ITEM ONLY IF HQ AFSOC/SC ASSISTANCE IS REQUIRED TO SOLVE A PROBLEM).

3. NET REMARKS: (EXCEPTIONS ONLY)

4. OSS REMARKS: